



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RECORDS SYSTEM ADMINISTRATOR

Job Number: 20001062

Job Code: 50470V000101

Job Group: 5000 - LIBRARIES

Job Established: 02/01/1984

Job Revised: 02/24/2006

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, coordinates and manages a document storage and retrieval system: microfilming, data entry indexing and hard copy retrieval. Supervises personnel; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in records management, supervising a document storage and retrieval system, supervising a microfilming section, or related work.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional work experience in public or business administration, records management, document storage and retrieval, micrographics experience, or related work will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, coordinates and manages all agency source documents through a systematic microfilming, data entry indexing and retrieving operation. Trains and evaluates performance of staff and makes recommendations concerning promotions, reclassifications, lay offs, etc. Provides technical and procedural assistance to the agency in records management techniques including records retention, records flow, equipment recommendations and microforms applications. Coordinates agency records center to include the transmittal of security backup diskettes/tapes of stored data as companion to security microfilm stored at Libraries and Archives. Manages the recycling/destruction of records when eligible and the hard copy retrieval from diskettes/tapes storage as agency, state and federal courts demand. May recommend records policy and/or change. Establishes and monitors quality control guidelines. Maintains a current knowledge of the latest in microfilming and automated retrieval systems. Coordinates maintenance and service of equipment with vendor and maintains and monitors a supplies inventory.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.